

## **STAFF COUNSEL III (SUPERVISOR)**

### **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** April 11 -13, 2006

**Collective Bargaining Identification:** S02

**Job Analysis Conducted By:** Cheryl L. Session  
Selection Analyst  
Selection Services Section

**Number of Incumbents:** There are 17 incumbents in this classification per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated April 10, 2006.

#### **Names of the Subject Matter Expert(s) and their background**

Robert Gaultney, Assistant Chief Counsel  
Mr. Gaultney has been in his current classification for over 5 years.

Debra Ashbrook, Assistant Chief Counsel  
Ms. Ashbrook has been in her current classification for over 5 years.

### **STAFF COUNSEL III (SPECIALIST) INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Specification
- California Department of Corrections (CDC) Duty Statement
- Duty Statement from the Alcohol Beverage Control Board